

Indiana Hand Gun Permit Application Process

Requirements to apply for an Indiana handgun permit:

1. You must be at least 18 years of age.
2. You must not have been convicted of a felony or misdemeanor domestic battery.
3. You must list all misdemeanor and felony convictions on the permit application. You must not be under an active protective order preventing you from possessing a firearm.
4. You must understand that the Town Marshal has the right and obligation to contact the Indiana State Police Firearms Division and inform them of any concerns and reasons for denial.
5. You must live within the city limits of the Town of Rossville in order to apply at the Town Marshal's office or the Town Hall. If you do not live within the town limits, you must apply at the appropriate County Sheriff's Department or city in which you reside.
6. It is the permit applicant's responsibility to educate themselves of the current Indiana and Federal laws pertaining to carrying a concealed firearm. Indiana and Federal gun laws can be found on the Indiana State Police website. Please keep in mind laws change yearly and become effective July 1st of each year. In emergency situations, these laws can change at any time.

Application Process:

1. Apply online at <http://www.in.gov/isp> and follow the instructions. Bring your Application Number to the Rossville Town Hall for approval and local fee payment during business hours Monday through Friday 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. Closed holidays. Please call the Town Hall at (765) 379-2645 to assure someone is available to process your permit.
2. Fingerprints can no longer be taken at the Rossville Town Hall. Fingerprints must be submitted electronically. Schedule your fingerprinting through **MorphoTrust** or call (877) 472-6917 if you have questions concerning the schedule of an appointment at a L1 electronic location near you. Current L1 locations are listed below. There is a fee for this service.

Electronic L1 Fingerprint Locations:

- Clinton County Sheriff's Office
301 E Walnut St
Frankfort, In 46041
Same day appointments from 9:00 a.m. to 4:45 p.m.
- 950 S. Maish Rd., Frankfort, Indiana-
Mondays 4:00 p.m. to 7:00 p.m.

- 401 S. Earl Ave, Lafayette, Indiana-
Monday 8:30 a.m. – 12:00 p.m.
Tuesday through Thursday
8:30 a.m. – 4:00 p.m.
 - 200 Progress Drive Lafayette, Indiana
Friday 11:00 a.m. – 5:00 p.m.
 - West Lafayette Police Department
711 W. Navajo St.
Monday 1:00 p.m. – 2:00 p.m.
Tuesday 3:30 p.m. – 5:30 p.m.
Wednesday through Friday 9 a.m. – 11:00 a.m.
3. Your application will be electronically transferred to ISP for final review. It is recommended that you print a copy of your application for your records before sending.
4. Fee Schedule:
- 4-year permit first time applying-
\$10.00 Local Fee \$30.00 State Fee
 - 4-year renewal permit-
\$10.00 Local Fee \$30.00 State Fee
 - Lifetime with no current permit-
\$50.00 Local Fee \$75.00 State Fee
 - Lifetime with current permit-
\$40.00 Local Fee \$60.00 State Fee
5. If your application is approved, your permit will be sent to you via U.S. Mail. If your application is rejected, you will be notified via U.S. Mail. Please be aware it can take up to 15 weeks for your application to be processed. Once your application has been submitted, we are unable to make corrections or changes to the application. You may check the status of your application online at <https://firearms.ariesportal.com/>. If you have not received your permit after 15 weeks, you will need to contact the Indiana State Police Firearms Division. We are not able to see the progress or reasons for the delay or denial of the permit. There may be several reasons your permit is delayed or denied. Please keep in mind, refunds will not be given in the event your application is denied or improperly completed. It is the applicant's responsibility to ensure all information is correct prior to submitting the application.

Reasons for delay or denial:

- Application not completely filled out properly.
 - Failed to list all convictions either felony or misdemeanor.
 - Misspelled name or address
 - A complete payment was not made to either the State or Local Agency.
6. If your need to change your address, you can do so by visiting the Indiana State Police website, access the Firearms Division, complete a change of address form, and mail it to the Firearms Division.
7. For further inquiries do **not** contact the local agency. Please log on to www.in.gov/isp or call (317) 232-8264.